



# **Administrative Regulation 4301**

## **Reclassification Request Process**

**Responsible Office:** Office of Human Resources

### **PURPOSE**

The Superintendent has adopted this Administrative Regulation to establish the process in which the Washoe County School District (District) Office of Human Resources (HR) will process requests for position reclassifications.

### **DEFINITIONS**

1. "Reclassification" is the formal process of evaluating a position by comparing its current assigned duties and responsibilities to the original job description to determine whether the position's essential functions have materially changed. This review assesses whether the position now performs work that is substantially different in scope, complexity, or responsibility, including the sustained performance of duties typically associated with a higher salary grade or classification.
2. "Reclassification Request" is the formal submission to Human Resources that initiates a review of a position's assigned duties and responsibilities. The request must be supported by documentation and include validation and approval from the position's direct supervisor and the applicable Leadership Team member to whom the position reports.

### **REGULATION**

1. Applicability
  - a. This Administrative Regulation applies unless a Collective Bargaining Agreement (CBA) or Handbook establishes a different process, in which case, the District will follow that process as negotiated or defined.
  - b. Review of a Reclassification Request will determine to what extent the level of position duties and responsibilities have materially changed, as compared to the job description under which the employee was hired.
  - c. Factors considered in a Reclassification Request may include:
    - i. Complexity and variety of tasks or projects managed;
    - ii. Level of supervision received and independence of work;
    - iii. Number and responsibilities of direct and indirect reports;

- iv. Financial and decision-making responsibility and autonomy;
  - v. Scope of responsibility and effect, impact and consequences of error;
  - vi. Independent judgement, discretion, and decision making required in matters of significance;
  - vii. Knowledge, skills and abilities required to successfully perform the essential functions of the position (technical, managerial, and/or strategic);
  - viii. Personal contacts and purpose of contact;
  - ix. Physical demands and work environment;
  - x. Internal parity; and
  - xi. Accountability for results and measurable outcomes.
- d. Factors that may not be considered in a Reclassification Request include:
- i. Personal factors of the incumbent, including seniority, qualifications, and job performance;
  - ii. Increase in the volume of the work with no other material changes;
  - iii. Addition of work responsibilities aligning with a position in a lower salary grade or classification; and
  - iv. Temporary duties assigned to cover for individuals on leave or vacant positions.
- e. Approved Reclassification Requests may result in an increase in pay grade.
- f. Denied Reclassification Requests may result in no change in pay grade on the applicable salary schedule, and the right of the employee to pursue the appeal process.
- g. Reclassification Requests for positions with multiple incumbents may require additional support and signature validation from any applicable supervisors/administrators. Additionally, analysis may involve all position incumbents, as determined at the discretion of Human Resources.

## 2. Request Process

- a. Supervisor Submission Request Process:

- i. While a subject employee may submit a request for reclassification to their assigned supervisor, the reclassification request can only be submitted to Human Resources by the subject employee's assigned supervisor.
- ii. The assigned supervisor may initiate the request process by submitting each of the following to Human Resources:
  - 1) Completed Reclassification Request form (including signature from both the administrator/supervisor and the applicable Leadership team member).
    - a) Requests should be thorough and include all applicable information at the initial time of submission in order to be included in the review and analysis process. Consideration will be granted to additional information supplied when position responsibilities have changed since the request's initial submission date or are discovered through an analysis conducted by Human Resources.
  - 2) Complete Financial Review Committee form with "Initial Review" indicated and an effective date, typically the first day of a pay period.
  - 3) Current, and proposed (if applicable), department organizational chart with accurate reporting structure.
  - 4) Additional information may be requested at the discretion of Human Resources.

### 3. Human Resources Initial Review Process:

- a. Upon receipt of a supervisor's request for reclassification, Human Resources will conduct a preliminary review to verify completeness and clarity of all information received, including the signature of the responsible administrator/supervisor and Leadership Team member.
  - i. Based on its initial review, Human Resources may determine that there has been a material change in position duties and responsibilities that may be adequate justification to pursue a reclassification review or may determine that the reclassification request does not meet the requirements for a reclassification, e.g., if the request is based on duties already listed in the current job

description or lower duties, or any items listed in section 1.d. above.

- ii. If the request passes initial review by Human Resources, resulting in initial approval by the Chief Human Resources Officer, the request will be reviewed by the Financial Review Committee.
- iii. Failure to provide the information necessary to verify completeness of the request will result in the request being returned to the submitting supervisor. Human Resources will identify incomplete areas of the request, and the supervisor will be provided with an opportunity to revise the request.

4. Financial Review Committee Initial Review Process:

- a. The Financial Review Committee reviews the reclassification request as an item on the meeting Consent Agenda, including the Reclassification Request Form, the department organizational charts, and any additional documentation provided from the submitting department.
- b. Financial Review Committee request considerations:
  - i. The accuracy of statements in the reclassification form;
  - ii. Past reclassifications submitted by the department for this or related positions;
  - iii. The impact on the submitting department and other departments; and
  - iv. Factors deemed relevant by the Financial Review Committee or Human Resources.

5. Upon completing the initial review, the Chief Human Resources Officer may either:

- a) Approve the request, which prompts the request to proceed to subsequent steps in the reclassification process; or
- b) Deny the request, which prevents the request from proceeding to subsequent steps in the reclassification process.

6. Once the Chief Human Resources Officer approves the initial request, Human Resources will conduct a Job Analysis and Recommendation:

- a. The Job Analysis and Recommendation may include the following:

- i. Complete review of all materials submitted in the initial reclassification request;
  - ii. Complete review of the essential duties and responsibilities of the position to understand changes outlined in the reclassification request;
  - iii. A desk audit with position incumbent and supervisor including direct observation, a questionnaire, and/or a work log;
  - iv. Review of essential duties and responsibilities in alignment with applicable salary classification criteria;
  - v. Consider whether additional duties could be reallocated to higher level positions within the department or to other departments; or
  - vi. Internal parity analysis; and any additional analysis deemed necessary by Human Resources.
7. Human Resources will then report its findings, including the final recommendation for the outcome of the reclassification request, including a potential effective date of any changes.
  - a. Generally, recommended increases will not exceed two pay grades.
8. Financial Review Committee Final Review Process:
  - a. Once the Job Analysis and Recommendation is complete, it will be submitted to the Financial Review Committee ("FRC"). The Financial Review Committee reviews the reclassification summary report, including the final recommendation and effective date provided by Human Resources;
  - b. Approval of the request authorizes the implementation of a reclassification request;
  - c. Denial of the request ends the process; and
  - d. The Financial Review Committee will notify Human Resources of the outcome of the request and the specific basis for any denial.
9. Human Resources Decision Notification Process:
  - a. Human Resources will notify the requesting supervisor whether the request was approved or denied, and the basis for any denial by FRC;

- b. The requesting supervisor will inform the subject employee of the results within 3 business days;
- c. If the outcome is denial, the reclassification summary report may be provided upon request;
- d. Incumbents have a right to pursue the appeal process; and
- e. Human Resources processes all relevant changes in alignment of the effective date specified by the Financial Review Committee.

#### 10. Appeal Process:

- a. The following appeal process applies unless otherwise indicated in the relevant employee's Collective Bargaining Agreement or employee handbook.
  - i. An employee, in conjunction with the supervisor, whose reclassification request has been denied may have the option to appeal the decision. The appeal must be submitted in writing to Human Resources within 21 business days of receiving the denial notice;
  - ii. The appeal letter must clearly state the specific reason(s) for the appeal, including the reason they disagree with the decision rendered; and
  - iii. The Superintendent will review the appeal and may hold a meeting, if they deem necessary, to consider the appeal. The Superintendent's decision is final and will promptly be communicated to the employee in writing.

### **LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS**

- 1. This Administrative Regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 4110, Talent Acquisition; and
  - b. Board Policy 0100, Nondiscrimination and Equal Opportunity.
- 2. This Administrative Regulation complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
  - a. NRS Chapter 288, Relationships between Governments and Public Employees.

3. This Administrative Regulation complies with the following federal laws and regulations, to include:

- a. Fair Labor Standards Act (29 U.S.C. Chapter 8 et seq.).

**REVISION HISTORY**

Date	Revision	Modification
06/29/2026	1.0	Adopted